

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
JOB OPPORTUNITY  
NATIONAL REGISTER SPECIALIST (ARCHITECTURAL HISTORIAN)  
STATE HISTORICAL PRESERVATION OFFICE

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list.

**Location:** Hartford, CT

**Job Posting No:** 011426

**Hours:** 40 Hours

**Salary:** \$76,373 - \$98,224 (AR - 26)

**Closing Date:** November 6, 2015

**Eligibility Requirement:** Candidates must have applied for and passed the National Register Specialist (Architectural Historian) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:**

Considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge in architectural history and historic preservation; knowledge of American history with particular emphasis on history and architectural history of Connecticut; knowledge of restoration techniques and practices; considerable oral and written communication skills; interpersonal skills; ability to read and interpret written \ materials

**Preferred Experience, Knowledge, Skills and Abilities:**

The successful candidate will have:

- Experiences demonstrating contract administration;
- Experiences demonstrating ability to review architectural plans and specifications

**Examples of Duties:**

Prepares or reviews, edits, and processes National and State Registers of Historic Places nominations; conducts or supervises documentary research and on site evaluation of historic sites, buildings, structures and districts; assists in preparation of the State Plan for Historic Preservation; coordinates activities of and provides technical assistance to local organizations and municipalities; supervises National Park Service grant-in aid program as it relates to survey and restoration of State historical and architectural resources and planning for preservation; assists in planning and review of projects falling under Section 106 of the National Historic Preservation Act and the Connecticut Environmental Policy Act; maintains and updates the Statewide Historic Resources Inventory; conducts on site inspections and makes assessments; speaks before groups concerning preservation of historic places; writes reports and informational literature; provides technical expert testimony at public hearings; conducts training workshops; performs related duties as required.

**General Experience:**

A Master's degree in architectural history, art history, historic preservation, or closely related field and coursework on a graduate level in American architectural history.

**Substitution Allowed:**

A bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following may be substituted for the General Experience.

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; OR
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**Special Requirement:**

Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a completed State CT-HR-12 Application Form, and a resume (current State Employees must also submit the last year of attendance records and last two service ratings) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES****SmART Human Resources****165 CAPITOL AVENUE, 5<sup>TH</sup> FLOOR EAST****HARTFORD, CT 06106****Att: Theresa Judge, Human Resources Leadership Associate****FAX to: 860-622-2964****E-MAIL to: Theresa.judge@ct.gov**

**APPLICANTS MUST NOTE THE JOB POSTING NO. 011426 ON THE APPLICATION. INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 11/6/15 WILL NOT BE CONSIDERED.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.